



## RENTAL PROPERTY NOTIFICATION

Codes Compliance Division  
401 Lafayette Street, Williamsburg, VA 23185  
757-220-6136 / Fax 757-259-3798

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**RENTAL PROPERTY ADDRESS:** \_\_\_\_\_  
(Complete one form for each dwelling unit)

**OWNER INFORMATION:**

NAME: \_\_\_\_\_ PHONE NUMBER: \_\_\_\_\_

HOME ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

**Co-OWNER INFORMATION:** (If Applicable)

NAME: \_\_\_\_\_ PHONE NUMBER: \_\_\_\_\_

HOME ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

**PROPERTY MANAGER INFORMATION:** (If Applicable)

COMPANY NAME: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_

BUSINESS ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_ FAX NUMBER: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

*The person signing this form acknowledges that this property is located within one of the designated conservation districts. The owner or their designated agent, are responsible for scheduling all inspections and meeting the inspection compliance dates within the time frames designated unless prior arrangements are made through this office. The Codes Compliance office should be notified by letter should this property change from rental to owner occupied or change from owner occupied to rental use.*

**Signature of Person Completing Form** \_\_\_\_\_

**Date** \_\_\_\_\_

**Owner / Agent** (circle one)